# The Annual Quality Assurance Report (AQAR) of the IQAC

**(2016-17)**

Part – A

2017-18

**AQAR for the year**

**1. Details of the Institution**

Sri Aurobindo College of Commerce and Management

1.1 Name of the Institution

Village Jhande, PO Threeke

1.2 Address Line 1

Ferozepur Road

Address Line 2

Ludhiana

City/Town

Punjab

State

142021

Pin Code

saccm2004@gmail.com

Institution e-mail address

0161-2804226, 2804227

Contact Nos.

Dr R L Behl

Name of the Head of the Institution:

0161-2804226

Tel. No. with STD Code:

098158-48804

Mobile:

Ms Meenu Gupta

Name of the IQAC Co-ordinator:

09878544224

Mobile:

iqacsaccm@gmail.com

IQAC e-mail address:

PBCOGN22646

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

**OR**

EC(SC)/10/ADA/32.1

1.4 **NAAC Executive Committee No. & Date:**

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner- bottom*

*of your institution’s Accreditation Certificate)*

www.saccm.in

1.5 Website address:

http://saccm.in/new/wp-content/uploads/2018/12/AQAR-2017-183.docx

Web-link of the AQAR:

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | A | 3.02 | 2015 | 5 YEARS |
| 2 | 2nd Cycle |  |  |  |  |
| 3 | 3rd Cycle |  |  |  |  |
| 4 | 4th Cycle |  |  |  |  |

1.7 Date of Establishment of IQAC: DD/MM/YYYY

15/10/2014

1.8 Details of the previous year’s AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

1. AQAR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)
2. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)
3. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)
4. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes **BD21301_** No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education BD21301_ Men Women

Urban Rural BD21301_ Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing BD21301_

1.10 Type of Faculty/Programme

Arts Science Commerce BD21301_ Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management BD21301_



Others (Specify)

1.11 Name of the Affiliating University *(for the Colleges)*

PANJAB UNIVERSITY, CHANDIGARH

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

NA

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence UGC-CPE

NA

NA

NA

DST Star Scheme UGC-CE

NA

NA

UGC-Special Assistance Programme DST-FIST

NA

NA

UGC-Innovative PG programmes Any other (*Specify*)

NA

UGC-COP Programmes

**2. IQAC Composition and Activities**

10

2.1 No. of Teachers

01

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

01

02

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

01

Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

15

2.10 No. of IQAC meetings held 04

05

2.11 No. of meetings with various stakeholders: No. Faculty

01

01

01

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No BD21301_

If yes, mention the amount

2.13Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC NO

Total Nos. International National State Institution Level

(ii) Themes

**2.14 Significant Activities and contributions made by IQAC.**

**IQAC has contributed in the following areas during 2017-18:**

1. **Memorandum of Understanding (MOU) inked between SACCM & SRCC**

SACCM aspires to be one of the best Commerce & Management College in India that nurture talent and aims at developing business leadership. To reach its vision, on 16-02-2018, College has entered into Memorandum of Understanding with Shri Ram College of Commerce (affiliated to University of Delhi), one of the best college of Commerce in the country. MOU provides a formal arrangement, wherein both the institute will collaborate in the areas wherever synergy could be obtained, and SACCM will seek research, consultancy and academic advice from the SRCC to spruce up the quality of education at its institution.

1. **Transition from IEMS to a better Education Management System (iCloud EMS)**

To overcome the difficulties faced in the working of IEMS, College has deployed web/internet based education management software naming iCloudEMS. Students or their parents can access it from anywhere through their mobile app or computer. A number of features are provided in the software through which members of faculty regularly upload Lecture notes, and reference material for easy access of students. Tasks like giving assignments to students, examination schedule, and performance evaluation are efficiently conducted through system. Now students can see their attendance, instantly after it is posted in the system; they can apply leave whenever required, make all kinds of payments viz. course fee, trip charges, fines etc., view the marks secured in house exams, see time table, holidays, and whole lot of things on it. Even, parents can see the attendance and performance of their ward through software by accessing it on their mobile.

1. **Revision of performance appraisal system for faculty**

Based on the recommendations of IQAC, performance appraisal proforma was completely revised. It was decided to make it more simple, reliable and transparent and reflect upon the true assessment of performance of faculty. As per revised format, there will be four criteria to appraise the performance of faculty namely Academic Performance, Case studies & Research work, feedback of the students and administrative & other assignments (Annexure Attached). Case studies were made an important part of yearly performance appraisal of faculty along with other parameters. It was given due weightage (10 marks) in the overall score, so that faculty feel motivated to improve their future performance.

1. **SACCM ALUMNI ASSOCIATION-ALUMNI INTERACTION SERIES**

Considering that an active alumni network allows the college to benefit from the skills and experiences of its graduates, an ‘Alumni Interaction Series’ was initiated under the forum of SACCM Alumni Association. Where experience sharing talks & career counselling sessions by SACCM alumni, who are well placed professionals, well settled entrepreneurs or have excelled in their academic pursuits during or after graduation from SACCM were held.

1. **Installation of the bust of Sri Aurobindo in the college campus**

As the college has been established on the philosophy of Sri Aurobindo, a great scholar, poet, hindu mystic, an Indian nationalist, yogi & guru, therefore it was decided that the bust of Sri Aurobindo will be installed in the front lawn of the college campus to inspire students to learn about his philosophy, seek his blessings & to feel his presence all around. Beside this it was also recommended that photographs of Mother & Sri Aurobindo shall also be placed in all faculty cabins, library, administrative office & reception area of the college.

1. **Constitution of various committees by IQAC**
2. **Committee for appraising Value Added Courses/ Short Term Courses**

It was proposed by IQAC that in order to strengthen the teaching learning ambience, to give practical exposure to students and to bridge the gap between the curriculum and the requirement of the global work environment, college may start with a variety of value added courses. Accordingly, a six members committee was constituted to check the feasibility of the proposal & options available in this regard.

1. **Committee for reviewing & strengthening the infrastructure of the college**

Three members committee was constituted to take a comprehensive view about the college infrastructure vis a vis nearby colleges including newly established ones and to submit a report in this regard.

**2.15 Plan of Action by IQAC/Outcome**

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

|  |  |
| --- | --- |
| **Plan of Action** | **Achievements** |
| 1.IQAC gave proposal that the college must collaborate with some renowned institution to share knowledge, seek guidance for the development of faculty as well as students. | 1.To this end MOU signed between SRCC |
| 2. IQAC proposed to introduce better version of education managementt system, which can remove the difficulties faced in IEMS | 2. Accordingly IEMS was replaced with cloudEMS.  (For details refer 2.14) |
| 1. IQAC proposed to amend existing Performance appraisal systemn & make it more reliable, transparent & objective. | 3.Accordingly revised performance appraisal format was introduced and case study was also made a part of it. (For details refer 2.14) |

2.16 Whether the AQAR was placed in statutory body Yes No BD21301_

Management Syndicate Any other body

Provide the details of the action taken

NA

**Part - B**

**1. Curricular Aspects**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD |  |  |  |  |
| PG |  |  |  |  |
| UG | B.COM & BBA | NIL | 02 |  |
| PG Diploma |  |  |  |  |
| Advanced Diploma |  |  |  |  |
| Diploma |  |  |  |  |
| Certificate |  |  |  |  |
| Others |  |  |  |  |
| **Total** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary |  |  |  |  |
| Innovative |  |  |  |  |

**1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options**

The College offers Elective options in B.Com Honours and BBA program.

In B.Com Honours course, following two elective options are offered:

1. Accounting and Finance
2. Management Studies

In BBA course, following two elective options are offered in sixth semester:

1. Marketing Management
2. Human Resource Management

1.3 Feedback from stakeholders\*Alumni BD21301_ ParentsBD21301_ Employers StudentsBD21301_

* ***(On all aspects)***

Mode of feedback : Online BD21301_ Manual BD21301_ Co-operating schools (for PEI)

***\*Please provide an analysis of the feedback in the Annexure***

On the basis of feedback received from various stakeholders, following actions have been initiated by the College :

1. The College sends attendance report of the students to their parents on daily basis via sms. In addition to this, a weekly attendance report for all subjects is also sent to the parents on weekly basis through the College software iCloudEMS.
2. SACCM has started following cashless system for all types of transactions (receipts and payments) with respect to students.
3. The mechanism of Online leave submission and its approval has been started for faculty, staff and students.
4. SACCM has started internship program with industrial units for students in their vacation.
5. It has been decided that the students will be given an option to submit their assignments in e-form also.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NA

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 19 | 18 |  | 1 |  |

2.1 Total No. of permanent faculty

5

2.2 No. of permanent faculty with Ph.D

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| R | V | R | V | R | V | R | V | R | V |
|  | 2 |  |  |  |  |  |  |  |  |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

2.4 No. of Guest and Visiting faculty and Temporary Faculty

14

1

0

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | 2 | 1 |  |
| Presented papers | 2 |  |  |
| Resource Persons |  |  | 3 |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

SACCM strives to provide academic excellence by continuously improving its teaching learning methodologies in the best interest of the students.

1. In the Session 2017-18, all teachers were encouraged to write cases on specialized areas like production, operational, administrative, managerial, financial and marketing aspects of industries situated in and around Ludhiana. The case bank thus created not only helped in enhancing knowledge of the teachers but was also used for supplementing classroom lectures with practical examples.
2. The College replaced the existing student software IEMS with an improved version Cloud EMS in the Session 2017-18 which is being effectively utilized by the teachers for marking attendance of the students, their leave management, allocation of practical assignments and tests, uploading of session plans and contents plans, etc. Session plans are uploaded in advance so that the students come prepared for the interactive lectures.
3. Inter Section Subject Quiz being an integral part of SACCM’s Teaching Learning Model, was organized with full zeal in the Session 2017-18. The aim of this academic activity is to build competitive spirit among students, put them into regular study mode and encourage them for peer tutoring.
4. Quite like previous years, in the Session 2017-18 also, teachers effectively utilized various pedagogical tools like video presentations, audio lectures, storytelling, role plays, debates, group discussions, management games, student presentations, group assignments, live exercises like stock trading, etc along with conventional classroom lectures to make learning more experiential, interactive and interesting for the students.
5. SACCM’s library is well equipped with e-resources and books written by eminent national and international authors. Students and teachers effectively utilize this vast pool of knowledge for regular updation of their knowledge.

184

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

1**. Question Paper Setting based on Bloom’s Taxonomy**- The question papers of mid semester tests are based on Bloom’s Taxonomy. In each section of the question paper, at least one question is set to evaluate the analysis, synthesis and problem solving skills of the students.

2. **Open Book Tests-** For subjects particularly theoretical in nature, teachers also conduct open book tests. Students are allowed to consult reference material to build their own answers to the questions that require High Order Thinking Skills instead of just rote memorization. In this way, they learn how to access, organise and apply knowledge.

3**. Intra Section and Inter Section Subject Quiz-** Subject quiz is a significant part of SACCM’s Teaching Learning Model. Intra Section and Inter Section Subject quizzes based on multiple choice questions are conducted at regular intervals for the quick assessment of the students’ classroom learning. These quiz activities help in putting students into regular study mode, encourages peer tutoring and develops healthy competition among them.

**4. BBA Research Projects-** Research projects are an essential part of BBA curriculum. The College has streamlined the research work by dividing it into various stages like topic selection and finalisation, submission of synopsis outlining the framework and research objectives, organisation of mock viva, etc. At each stage of the research, a close liaison is maintained between the student and the guide who encourages student to do authentic research work.

**5. Uniformity in Evaluation-** Fairness and uniformity in evaluation of answer sheets is ensured by the examination in-charge. Teachers sharing the same subject jointly prepare a uniform evaluation scheme. The answer scripts are checked strictly as per the framed instructions and the same are also explained to the students in detail at the time of declaration of results.

**6. Result Analysis-**Thorough result analysis is conducted by comparing inter-section and inter-college performance in each subject. The purpose behind carrying out this activity at an enormous scale is to evaluate the performance of college students in the university exams viz-a-viz students of other colleges and to identify the areas or subjects requiring improvement.

1

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

64.84

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

**May 2017- Results**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of the Programme** | **Total no. of students appeared** | **Division** | | | | |
| **Distinction %** | **I %** | **II %** | **III %** | **Pass %** |
| B COM 2 SEM | 204 | 30.39 | 95.09 | 2.94 | 0 | 100 |
| B COM 4 SEM | 205 | 39.51 | 88.78 | 9.26 | 0 | 100 |
| B COM 6 SEM | 208 | 22.59 | 93.27 | 2.88 | 0 | 100 |
| BBA 2 SEM | 85 | 11.76 | 83.53 | 10.58 | 2.35 | 100 |
| BBA 4 SEM | 88 | 26.13 | 90.91 | 3.40 | 0 | 100 |
| BBA 6 SEM | 85 | 7.05 | 82.35 | 4.70 | 0 | 100 |

**December 2017 - Results (revaluation Result of B COM 1 Semester pending)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of the Programme** | **Total no. of students appeared** | **Division** | | | | |
| **Distinction %** | **I %** | **II %** | **III %** | **Pass %** |
| B COM 1 SEM | 209 | 16.74 | 89.95 | 9.09 | 0 | 100 |
| B COM 3 SEM | 192 | 39.58 | 93.22 | 6.25 | 0 | 100 |
| B COM 5 SEM | 200 | 45 | 98.5 | 1.00 | 0 | 100 |
| BBA 1 SEM | 79 | 17.72 | 81.01 | 15.18 | 0 | 100 |
| BBA 3 SEM | 84 | 4.76 | 80.95 | 5.95 | 0 | 100 |
| BBA 5 SEM | 86 | 12.79 | 90.69 | 9.30 | 0 | 100 |

**May 2018- Results (revaluation results of all classes pending)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of the Programme** | **Total no. of students appeared** | **Division** | | | | |
| **Distinction %** | **I %** | **II %** | **III %** | **Pass %** |
| B COM 2 SEM | 206  (3 students’ result awaited) | 32.51 | 96.55 | 3.44 | 0 | 100 |
| B COM 4 SEM | 196 (1student result awaited | 56.41 | 92.31 | 4.61 | 1.025 | 100 |
| B COM 6 SEM | 202 (13 students’ result awaited) | 28.04 | 98.94 | 0 | 0 | 100 |
| BBA 2 SEM | 77 | 10.38 | 63.64 | 19.48 | 0 | 100 |
| BBA 4 SEM | 84 (2 students’ result awaited) | 9.75 | 87.80 | 12.19 | 0 | 100 |
| BBA 6 SEM | 87 (6 students’ result awaited) | 9.87 | 92.59 | 6.17 | 0 | 100 |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Internal Quality Assurance Cell (IQAC) of the college plays a key role in maintaining high standards in teaching, learning and evaluation processes. During the academic session 2017-18, following fundamental contributions have been made by IQAC:

1. **Supplementing theoretical knowledge with practical assignments-** With a view to assign application oriented tasks to the students, in the Session 2017-18 also, IQAC proposed to the members of faculty to prepare a comprehensive list of practical assignments for each subject. For application of theoretical concepts, assignments like analysis of annual reports and financial statements of companies, case studies on real market scenarios and demand forecasting, live stock trading, etc were assigned to the students.
2. **Analysis of Panjab University Results**- To keep a close watch on students’ performance in university examinations, IQAC initiated a comprehensive inter-section and inter-college result analysis. In the Session 2017-18 also, this activity was carried out in full swing to identify the subjects in which college results needed improvements and corrective actions were taken accordingly.
3. **Academic Counseling for low performing students-** In the Session 2017-18, IQAC made a proposal to impart academic counseling to the low performing students in a more structured manner whereby all students having re-appears in the specific subjects and less than 62 percent marks in aggregate were counseled for making improvements.
4. **Scheduling of activities and lectures as per MOU signed with SRCC-** A committee under the aegis of IQAC was formed to deliberate upon the lectures and activities required for enhancing the teaching learning experience for both teachers and students. The committee decided to invite guest faculty from SRCC to deliver lectures on issues like student engagement, knowledge up gradation, innovations in teaching learning, etc.
5. **Replacement of college software IEMS with a better version Cloud EMS-** IQAC made way for Cloud EMS by putting it in place of existing education management software IEMS for the better management of students assignments, grades, attendance, leave management, faculty profile, etc.

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of faculty benefitted* |
| Refresher courses |  |
| UGC – Faculty Improvement Programme |  |
| HRD programmes |  |
| Orientation programmes |  |
| Faculty exchange programme |  |
| Staff training conducted by the university |  |
| Staff training conducted by other institutions |  |
| Summer / Winter schools, Workshops, etc. | 2 |
| Others |  |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of Permanent  Employees | Number of Vacant  Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 4 | --- | --- | --- |
| Technical Staff | --- | --- | --- | --- |

**Criterion – III**

**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The college has always placed thrust on promoting research culture among the members of faculty. Last year the college IQAC in coordination with RFDC undertook following initiatives to promote research climate in the college:

1. An MOU has been signed with SRCC dated 16th-feb.-2018 in order to get support for possible improvements in framework of faculty research and development.
2. Keeping in view vertical growth of faculty, each member of faculty has been assigned a ‘Case Study Writing Activity’ aimed at augmenting the research circumference of faculty. Seventeen case studies have been written and submitted to the authorities. The case studies were evaluated by experts and faculty was incentivized based on expert evaluation report.
3. A Quarterly Review Report pertaining to the college activities including research contributions made by the faculty is submitted regularly to the Chairman, College Managing Committee.
4. Expenses incidental to pursuing case study are reimbursed by the college subject to a ceiling limit of Rs. 10000 per case study.

3.2Details regarding major projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number |  |  |  |  |
| Outlay in Rs. Lakhs |  |  |  |  |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number |  |  |  |  |
| Outlay in Rs. Lakhs |  |  |  |  |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | 03 | 01 |  |
| Non-Peer Review Journals |  |  |  |
| e-Journals |  |  |  |
| Conference proceedings |  | 02 |  |

3.5 Details on Impact factor of publications:

1-6

3

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | Duration  Year | Name of the  funding Agency | Total grant  sanctioned | Received |
| Major projects |  |  |  |  |
| Minor Projects |  |  |  |  |
| Interdisciplinary Projects |  |  |  |  |
| Industry sponsored |  |  |  |  |
| Projects sponsored by the University/ College |  |  |  |  |
| Students research projects  *(other than compulsory by the University)* |  |  |  |  |
| Any other(Specify) |  |  |  |  |
| Total |  |  |  |  |

3.7 No. of books published i) With ISBN No. iii) Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level | International | National | State | University | College |
| Number |  |  |  |  |  |
| Sponsoring agencies |  |  |  |  |  |

3.11 No. of conferences organized by the Institution

02

3.12 No. of faculty served as experts, chairpersons or resource persons

02

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

Rs. 6,75,000

Nil

From Funding agency From Management of University/College

Total

Rs. 6,75,000

|  |  |  |
| --- | --- | --- |
| Type of Patent |  | Number |
| National | Applied |  |
| Granted |  |
| International | Applied |  |
| Granted |  |
| Commercialised | Applied |  |
| Granted |  |

3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Distt | College |
|  |  |  |  |  |  |  |

Of the institute in the year

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them

NA

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

10

NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Tree Plantation Drives  
2. Karuna Yatra  
3. One day NSS Camp   
4. Blood Donation Camp  
5. Samarpan for Sub-staff  
6. Meditation Sessions  
7. Road Safety Quiz  
8. Diwali Stall  
9. Run For Humanity  
10. Cleanliness Drive

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilities | Existing | Newly created | Source of Fund | Total |
| Campus area | 12.01 ACRE | 0 |  | 12.01 ACRE |
| Class rooms | 15 | 0 |  | 15 |
| Laboratories | 01 | 0 |  | 01 |
| Seminar Halls | 02 | 0 |  | 02 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | Sewage Treatment Plant- Cost Rs 12.86 Lacs  Students chairs Cost Rs 2.74 lacs  DG set Canopy Rs 1.53 lacs | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) |  |  |  | 17.13 Lakh |
| Others |  |  |  |  |

4.2 Computerization of administration and library

Mobile apps are provided to students as well as faculty wherein attendance, leave, and assignments etc. are managed.

4.3 Library services:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Existing | | Newly added | | Total | |
| No. | Value | No. | Value | No. | Value |
| Text Books | 2585 | 10,36,995 | 37 | 26155 | 2622 | 1063150 |
| Reference Books | 1889 | 7,96,584 | 24 | 10165 | 1913 | 806749 |
| e-Books | 25 | 53358 | 08 | 29685 | 33 | 83043 |
| Journals | 3135000 | Rs. 35,400 Under N-List Program | 0 | 0 | 3135000 | Rs. 35,400 Under N-List Program |
| e-Journals | 6000 |  | 0 | 0 | 6000 |  |
| Digital Database |  |  |  |  |  |  |
| CD & Video | 90 |  | 01 |  | 91 |  |
| Others (specify) |  |  |  |  |  |  |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing | 95 | 50 | 10 MBPS |  |  | 04 |  | 41 |
| Added | 0 | 0 | 6MBPS |  |  | 0 |  | 0 |
| Total | 95 | 50 | 16 MBPS |  |  | 04 |  | 41 |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

4.6 Amount spent on maintenance in lakhs :

0.37

i) ICT

0.70

ii) Campus Infrastructure and facilities

1.62

iii) Equipments

21.25

iv) Others

23.95

**Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

* Information about student support services are mentioned in the college Prospectus and Instructional Manual.
* College switched to new software cloudems for managing attendance, scores, assignments and various other activities related to students.
* Daily attendance report is being sent through SMS to the ward’s parents.
* All transactions like fee payment, fine, contribution for freshers and farewell and payment for trip are now being done electronically.
* The college website i.e. [www.saccm.in](http://www.saccm.in) is being regularly updated with requisite information.

The information regarding various activities and events are notified to students through College Notice Boards.

5.2 Efforts made by the institution for tracking the progression

* Various social media platforms are being used to contact students and to track their progression.
* Online registration of alumni is being done.

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 859 | - | - | - |

5.3 (a) Total Number of students

(b) No. of students outside the state

--

--

(c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 441 | 51.3 |

|  |  |
| --- | --- |
| No | % |
| 418 | 48.7 |

Men Women

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Year | | | | | | This Year | | | | | |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 883 | - | - |  | - | 883 | 858 | 01 | - | - | - | 859 |

|  |  |  |
| --- | --- | --- |
|  | Demand Ratio  Number of students admitted/ divided by number of applications | Dropout % |
| 2017-18 | B.Com- 3.03  BBA- 7.06 | NIL |

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Nil

--

No. of students beneficiaries

5.5 No. of students qualified in these examinations

08

-

-

-

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others --

-

-

-

-

5.6 Details of student counselling and career guidance

Regular academic counselling to the students is being done by Principal and Faculty members

Career counselling is being done by Career Guidance and Placement Cell through Young Entrepreneurial Network (YEN).

Regular academic counselling to the students is being done by Principal and Faculty members

Career counselling is being done by Career Guidance and Placement Cell through Young Entrepreneurial Network (YEN).

210

No. of students benefitted

5.7 Details of campus placement

|  |  |  |  |
| --- | --- | --- | --- |
| ***On campus*** | | | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| Nil | Nil | Nil | Nil |

5.8 Details of gender sensitization programmes

A team from College Rangmanch Society performed a Nukkad Natak on **Plight of Females in Society** and sensitize the audience about the issues like female foeticide , domestic violence, education of girl child etc.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

-

-

45

State/ University level National level International level

No. of students participated in cultural events

-

-

14111

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

06

-

-

Sports : State/ University level National level International level

116

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number of  students | Amount |
| Financial support from institution | 08 | 59062.5 |
| Financial support from government | -- | -- |
| Financial support from other sources (Trust) | 10 | 138890 |
| Number of students who received International/ National recognitions | - | - |

5.11 Student organized / initiatives

-

-

-

Fairs : State/ University level National level International level

-

-

-

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students : 11

1. **Blood Donation Camp** was organized in the college in association with Zindagi Live wherein more than 100 units of blood was donated.
2. NSS volunteers have organized and participated in numerous **Tree Plantation Drives.**
3. NSS team organized **“Samarpan”** a get together of college sub staff and their families to say thank you for their selfless services.
4. NSS volunteers participated in **Karuna Yatra** organized by Swami Vivekanand Meditation Pyramid with the motive of creating awareness amongst the people about brutality towards animals by having preference of non vegetarian food over vegetarian food.
5. **One Day NSS Camp** on the theme of healthy mind and healthy body was organized in college campus, where yoga, meditation sessions and various sports activities were organized for the participants.
6. NSS Team organized **Road Safety Quiz** in association with Rotary Club to create awareness among the students about road sense and various rules related to road safety.
7. NSS Team in association with Swami Vivekanand Meditation Pyramid organized 7 **meditation sessions** in the college. The objective behind organising such sessions was to control our mind and negative thoughts.
8. In order to make the students aware about the importance of clean surroundings, the NSS team organized cleanliness drives from time to time.
9. Two day **Exhibition-Cum-Sale** stall of Diwali handicrafts of various products decorated by the children from NGO’s namely “Ek Prayas” and Guru Jyoti Charitable Society for Handicapped Children School” was set up and whole collections of sale are handed over to the respective NGOs.
10. NSS volunteers participated in a Run for Humanity organized by Khalsa Aid (an NGO).
11. 7 Day NSS Camp was organized in the college from 3rd June, 2018 to 9th June, 2018. Following activities were carried out at this camp:

* A session on how to battle an emergency in case of fire was organized with the help of Fire Brigade Station, Ludhiana.Volunteers were made aware of the types of fire, their causes what precautionary measures can be used to avoid the risk of fire.
* Visit to Traffic Park, Ludhiana was organized to make students aware of the traffic rules, symbols and how to use road safety gadgets.
* Volunteers guided the members of Hunar - an organisation inculcating skills amongst women, how to use waste material and turn into a saleable product.
* Visit to slum area was organized with an objective to teach them the importance of hygiene and also various ways to keep their surroundings clean. Food articles and stationary items were distributed to their children.
* Lectures on Motivation, physical fitness, career development were organized for the participants.
* Chabeel sewa was organized by NSS Team to quench the thirst of people in scorching heat.

5.13 Major grievances of students (if any) redressed: NIL

**Criterion – VI**

**6. Governance, Leadership and Management**

**6.1 State the Vision and Mission of the institution.**

**Vision**

SACCM aspires to be one of the best Commerce and Management Colleges in India, nurture talent and generate knowledge in global business context.

**Mission**

SACCM aims at developing business leadership and effective management competencies that a business executive requires to respond effectively to today’s challenging and dynamic business environment.

**6.2 Does the Institution has a Management Information System**?

The college has a well – defined and an equally well – functioning Management Information System (MIS). MIS Reports play a pivotal role in the continuous appraisal of the instituted systems and improvements. There are certain MIS Reports which are generated to serve the twin objectives of appraisal and decision making by the college authorities i.e. The Director (Edn.) and the Principal, and there are others, which are generated for the Chairman and the College Managing Committee to review the college performance in multifarious spheres. The former category encompasses MIS reports prepared after the Mid Semester Tests to review the performance of the students that also serve as a basis for Parent – Teacher Meets (PTM) and Parent – Principal Meet (PPM), MIS reports prepared by the college after University examinations to undertake two-dimensional analysis, first dimension dealing with comprehensive comparative analysis of its academic results with the leading colleges of Punjab and Chandigarh and the second carrying out Y-o-Y (Year-on-Year) Growth of its own academic performance, etc. This year a detailed and comprehensive analysis of the same was carried out. In addition to these structured reports, several reports are prepared by the college, as and when required, to facilitate decision making.

The latter category, where reports are generated for the Chairman or the College Managing Committee have been Annual Report of the college and Quarterly Review Report to take stock of the activities of last academic session, Managing Committee Report (agenda based) to be presented before the members of managing committee during the Managing Committee Meet and other dedicated reports as and when required.

**6.3 Quality improvement strategies adopted by the institution for each of the following:**

**6.3.1 Curriculum Development**

1. Reviewing the framed syllabi of B.Com / BBA and sending written communication to the university to which college is affiliated for incorporating necessary changes with respect to duplication of contents, flow / structure of course content, additions required etc., if any.

**6.3.2 Teaching and Learning**

1. In-house reinventions with respect to Teaching – Learning Processes (case study writing activity introduced last year). It has been made compulsory for the faculty to write minimum one case study each year. Certain fund is also allocated for the faculty to spend on travelling and other related expenses for case study.
2. Finding best teaching pedagogies being practiced at academically renowned educational institutes. Under this, College has entered into Memorandum of Understanding (MOU) for collaboration with Shri Ram College of Commerce (SRCC), University of Delhi, rated as one of the best Commerce and Management institute in India. Eminent professors from the SRCC are frequently invited to college for discussions on certain suggested topics & their teaching pedagogies with college’s faculty.
3. Training the members of faculty to deploy such reinvented or innovative teaching pedagogies so as to bring overall teaching effectiveness.
4. Working on Sri Aurobindo’s philosophy of ‘Integral Education’, various sessions and visits to spiritual organizations are organized to cultivate values, social sensitivity, endurance and self-control among the students, which will make them not only an educated, but responsible citizen of the society

**6.3.3 Examination and Evaluation**

1. Laying down benchmarks and continually upgrading the examination and evaluation systems so as to ensure an adequate level of academic standard contributing towards academic standing of college as well as its product i.e. the Students...the SACCMites.

**6.3.4 Research and Development**

1. Promoting and facilitating research culture by providing requisite institutional support.
2. Collaborating with industry and other research bodies to undertake research projects.
3. Taking prominent steps to develop scientific temper and research aptitude among students.

**6.3.5 Library, ICT and Physical Infrastructure**

1. Continually enriching the Library resources with latest and contemporary content.
2. Providing ‘Ease of Access to Library Resources’ through technology to the students as well as the members of faculty.
3. Upgrading as well as making additions to existing infrastructure (both physical and ICT) to facilitate and promote teaching – learning processes.

**6.3.6 Human Resource Management**

1. Empowering members of faculty through delegation of authority and providing sufficient operational autonomy
2. Providing ample opportunities to faculty for their growth and professional development
3. Creating a congenial organisational environment contributing towards their satisfaction be it economic or be it intrinsic.

**6.3.7 Faculty and Staff Recruitment**

1. The approach of ‘Meritocracy’ in the selection of teachers in order to recruit the faculty of exceptional promise.
2. Recruiting faculty as fresh as clean slate so as to easily mould them to the distinctive academic culture of the college by making them unlearn the former practices and relearn the new ones.

**6.3.8 Industry Interaction / Collaboration**

1. Creating awareness among academicians on the local industrial contemporary issues
2. Carrying out joint research work on industrial issues identified in (i.) above
3. Broadening students’ perspective by widening the sphere of industrial visits in terms of including diverse industrial segments.
4. Providing practical insights to the students on the subjects studied in the class by arranging internship of 30-50 days in the industry, where they work on certain projects in the area/department of their interest/academic specialization, and get first-hand knowledge of industrial practices.
5. Experts from the industry are invited from time to time to give lectures, and share their experiences with the students in their field of excellence.

**6.3.9 Admission of Students**

1. Bringing about Overall Efficiency in the online admission process banking upon the fundamental attributes accuracy, transparency and fairness.
2. Reviewing students’ profile on the key parameters of demographics, socio – economic background, educational background and sports and extra – curricular interests.
3. Identifying the scholastic as well as non-scholastic diversities in students to cater to, on the basis of review of students’ profile.

**6.4 Welfare schemes available for Teaching, Non-Teaching Staff and Students.**

Recognising the fact that a satisfied employee is an asset for any institution, the college offers a platter of benefits and facilities to its employees as follows:

1. **Group Mediclaim Insurance for the Teaching as well as Non – Teaching Staff**
2. **Group Accident Insurance Policy for the Students**
3. **Sponsoring Faculty Career Advancements:**

* Sponsoring the members of faculty to participate in seminars, conferences and workshops hosted by other institutes.
* Sanctioning paid duty leaves to attend General Orientation Programmes and Subject Specific Refresher Courses organized by UGC-run Academic Staff Colleges.
* Granting paid study leave for a period of six months to pursue Pre-Ph.D coursework and duty leaves for data collection.
* Bearing transportation, meals and other allied expenses in an endeavour to extend industry-academia interface (like in case study writing activity).

1. **Medical Leave** is also available tostaff for submission of medical certificate. Paid **maternity leave** is also available to regular as well as whole time regular female members of faculty.
2. **Provision of Duty Leave and Short Leave**

* Granting paid duty leaves for participating in seminar/conferences/workshops, meeting with one’s Ph.D guide, data collection for thesis, on being deputed as centre superintendent, assistant superintendent, member of flying squad or examiner for viva-voce in any other college for the conduct of university examinations, marking of answer booklets for university exams, etc.
* Provision of short leave for staff members where, college grants up to two hours of paid time off every month in case of any emergency.

1. **Tacit Welfare Measures:**

* Relaxation from administrative duties / college events for Ph.D pursuing teachers, any teacher in family way or having any reasonable difficulty
* Range of sports facilities available to the staff for recreation
* Free of cost bus facility for the employees residing in distant vicinity

1. **Accommodation for Sub-staff:**

* Accommodation is given to certain sub-staff members in the quarters built in college campus on nominal rent
* NSS unit organizing fun-filled get-togethers with college’s sub-staff and their families having games followed by gifts, prizes and refreshments.

1. **Fee concessions for students**

* Fee concession up to Rs 3000 per semester is given to the deserving and needy students. College allocates a budget of Rs. 150,000 for concession scheme every year

Rs. 90,295,581/-

**6.5 Total corpus fund generated**

√

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Audit Type | External | | Internal | |
| Yes/No | Agency | Yes/No | Authority |
| Academic |  |  | Yes | Chairman of the Managing Committee, Director (Edn.) and Principal |
| Administrative |  |  | Yes | Director (Edn.) and Principal |

6.8 Does the University/ Autonomous College declares results within 30 days?

√

For UG Programmes Yes No

√

For PG Programmes Yes No

**6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?**

Not Applicable

**6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?**

Not Applicable

**6.11 Activities and Support from Alumni Association.**

* The college has Young Entrepreneur’s Network (YEN) in place to promote the entrepreneurial outlook of students. Under the umbrella of YEN, the alumni of the college, who are successful entrepreneurs delivered various talks on How to Become Successful Entrepreneurs before the students.
* The alumni who are successful entrepreneurs and have running institutional set – ups invite college students for industry – academia interface.
* Through their valuable suggestions, members of Alumni also contribute in the quality enhancement at college as a part of IQAC members.

**6.12 Activities and Support from Parent – Teacher Association.**

* The college conducts Parent – Teacher Meets (PTM) for communicating academic progress and overall conduct of the students. Weak areas and the reasons behind the same along with suggestive measures to improve are also advised in these meetings.
* Besides PTM, the college organizes Principal Parent Meets (PPM) with the parents of students who achieve distinctions in examinations and indicate potential of high accomplishment. The achievements of students get recognition this way and the feedback given to parents acts as a catalyst in the student’s growth.
* Parents’ feedback is also collected when they come for PTM / PPM and their valuable inputs are incorporated in various enrichment courses / programs.
* The college also has an Education Management Software (iCloudEMS) which provides a comprehensive reporting system to students and parents on real time basis. The parents receive the lecture attended report and results of their wards on daily basis through a SMS.

This way, the college works closely with parents and provides them with timely and carefully assessed feedback that helps in discovering the student’s strengths and weaknesses with a view to chisel the student’s personality.

**6.13 Development Programmes for Support Staff.**

SACCM does not consider it as merely a college rather as ‘SACCM Family’ reflecting upon its Philosophy of Inclusion. College arranges mediclaim policy for the members of the support staff including their families at reasonable charges under group mediclaim. In addition, college also co-ordinates for filing and re-imbursement of their hospitalization claim.

**6.14 Initiatives taken by the institution to make the campus eco-friendly.**

**Energy Conservation**

* Buildings on the campus constructed in a way to provide enough natural light and to allow cross ventilation for air
* Computers, fans, printers and photocopiers etc are shut-off during non-working hours.
* Switch boards having sign boards “Switch off Lights when not in Use”
* Refilling of water tanks under the supervision of security guards, thereby reducing the unwanted consumption of electricity.

**Water harvesting**

The college has natural source of underground water and is available in all seasons. Rain water is directed towards the irrigation of college lawns and playgrounds, which are rich source of ground water recharging where rain water percolates through soil.

**Efforts for Carbon neutrality**

* The construction of Block – III designed with the concept of ‘Green Building’
* Students and faculty vehicle parking areas nearest to the entrance gate of the college, ensuring less CO2 emission
* Regular awareness programmes for the students to make them aware about the bad effects of CO2 emissions
* Guiding Students to make use of car pool system
* NSS team organizing ‘Cleanliness Drives’ on and off the campus

**Plantation**

* The college is having around 2000 trees, planted since its raising and development. **In the previous session, NSS unit of the College planted more than 100 saplings in the city under its various initiatives.**
* The entire boundary wall of the campus covering a variety of plants. A walking track developed between the trees grown on the boundary wall
* Growing seasonal flowers in the campus from time to time like **Cosmos, Sunflower, portulatea and others.**
* One area near the staff quarters dedicated to the tree plantation by students
* The beautification of the campus done by development of parks.
* Area behind the canteen developed into small patches of lawns and flower beds dotted with cemented benches with a view to provide space for relaxation

**Hazardous waste management**

A very renowned waste management agency naming ‘A2Z’ has been engaged for collection and disposal of all types of waste generated in the college. Agency collects waste on weekly basis from the college. Furthermore, college has recently installed a sewage treatment plant wherein, all sewage water is treated, and thereafter reused for irrigation of college lawns and playground.

**E-waste management**

All types of e-waste like discarded UPS, tubes and other materials are disposed under the supervision of IT in charge and estate officer of the college, which further sells the waste to the vendors. Some part of E-waste disposal management covers a buy back system where old systems are handed over to the company from where they are purchased.

**Criterion – VII**

**7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

The following innovations were introduced in the academic year 2017-18:

1. **Meditation Sessions** : Competitive and strenuous pressures of the academic world tends to have an impact on the physical and mental well being of students. In an effort to combat the resultant stress caused in the pursuit of excellence, the college came up with an innovative schedule to accommodate meditation sessions in the curriculum of students.This initiative was directed to reduce anxiety and stress and reap positive benefits for students in the form of increased focus, reduced fatigue and a fresh perspective towards life.
2. **Creating social awareness through “Rangmanch” :** With the objective of holistic development of the students and nourishing their skills of expression, an official theatre club - Rangmanch was formed on 17th January 2018. The club provided a platform to showcase harsh realities of society through skit, mimicry, street play, stage play, mime,histrionics etc. Students of the theatre club participated in number of inter-college events and won accolades and appreciation for their powerful performances.

**7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year**

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

|  |  |
| --- | --- |
| **Plan of Action** | **Achievements** |
| 1.IQAC gave proposal that the college must collaborate with some renowned institution to share knowledge, seek guidance for the development of faculty as well as students. | 1.To this end MOU signed between SRCC |
| 2. IQAC proposed to introduce better version of education managementt system, which can remove the difficulties faced in IEMS | 2. Accordingly IEMS was replaced with cloudEMS.  (For details refer 2.14) |
| 1. IQAC proposed to amend existing Performance appraisal systemn & make it more reliable, transparent & objective. | 3.Accordingly revised performance appraisal format was introduced and case study was also made a part of it. (For details refer 2.14) |

**7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manual)***

***The College has the following best practices:***

* Public Speaking Skills Development Program – Detail attached as Annexure 1
* The Blood Donation Camp – Details attached as Annexure 2

**7.4 Contribution to environmental awareness / protection**

**Answer:** The College constantly tries to promote greenery and develop eco-friendly environment by following measures:

* The campus is constructed in a way to provide enough natural light and to allow cross ventilation for air.
* Computers, fans, printers and photocopiers etc are shut-off during non-working hours.
* Switch boards having sign boards “Switch off Lights when not in Use”
* Rain water is directed towards the irrigation of college lawns and playgrounds through appropriate mechanisms. The directed rain water act as a rich source of recharging the ground water levels.
* The college is having around 2000 trees, planted since its raising.
* Plantation and cleanliness drives are organised by NSS team.
* A waste management agency naming ‘A2Z’ has been engaged for collection and disposal of all types of waste generated in the college. The said agency collects waste on weekly basis from the college.
* College has installed a Sewage Treatment Plant wherein, all sewage water is treated, and thereafter reused for irrigation of college lawns and playground.
* All types of e-waste like discarded UPS, tubes and other materials are disposed under the supervision of IT in charge and estate officer of the college, which further sells the waste to the vendors. Some part of E-waste disposal management covers a buy back system where old systems are handed over to the company from where they are purchased.

7.5 Whether environmental audit was conducted? Yes No

√

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

|  |  |
| --- | --- |
| **Strengths:**   * Visionary Leadership * Dedicated Faculty * Outstanding University Results * Teaching Learning Evaluation * Holistic development of personality * Adequate Infrastructure | **Weaknesses:**   * Financial constraint being Self Financed * Limited Range of Academic Programs |
| **Opportunities:**   * Collaboration with institute of High Academic Repute * Broad Basing Industry – Academic Collaboration * Leveraging the potential of Alumni | **Threats:**   * Lack of clear career aim of students * Extensive use of IT and IT Up-gradation |

8. **Plans of institution for next year**

* Construction of Auditorium
* Introduction of Post Graduation Courses.
* Introduction of E-Assignment submission.

*Name \_Ms Meenu Gupta \_\_\_\_\_\_\_\_ Name \_\_Dr. R L Behl \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC*

***Annexure - 1***

**Annexure details related to best practices:**

**Public Speaking Program**:

**The Context:**

Many students, despite being academically meritorious, admit that they are hesitant in expressing themselves effectively in public. Possessing good communication skill can boost students’ confidence while moving into professional life. Recognizing these needs, the college has designed a Public Speaking Program which is an indispensable part of the college curriculum. In all spheres, in order to achieve success, among various factors, impressive public speaking skills are of paramount importance. Public Speaking Program is one of the best practices followed at SACCM.

**Objectives:**

1. To overcome stage fright.
2. To gain confidence and courage to face an audience.
3. To make a laddered progression starting with paper reading and gradually moving to declaiming, debating and participating in independent thinking exercises.
4. To be looked up as good communicators and gain respect.

**The practice:**

To begin with, a separate slot in time-table of first year (B Com and BBA both) is allocated for public speaking lecture. Here the studentis encouraged to choose a topic of one’s choice and express his/her opinion on the same. The idea is to give the students a launch pad, to help them gain confidence and overcome the demons of stage fright. Teacher facilitator helps correct the oration with respect to diction, modulation etc. The Paper Reading contest is organised on 15th August every year whereby the students are supposed to speak on particular topics by reading the same from a pre-written script. Students prepare for the same under the guidance of a teacher facilitator. During the cultural fest cum talent hunt competition of the college, students of SACCM are given an opportunity to participate in **elocution and debate**. Students are further groomed for participation at University level and other competitions. Adding to the endeavour, SACCM also conducts **British Parliamentary Debate** and prepares students for **Model United Nations**; both giving podiums to young citizens to sharpen their public speaking skills. A unique activity connected with the context is **Independent Thinking Exercise** wherein students are given topics and are encouraged to think independently in order to form an opinion and express it with conviction. These college supported activities help students prepare themselves for outside competitions. Teacher facilitators guide the students at each step.

**Evidence of Success:**

Ranging from zonal to national level competitions, students have been winning accolades and prizes at various forums. Like previous years, this year also SACCMites have scripted victory at different competitions conducted by institutes of high repute and the following highlights the achievements of SACCMites in this regard:

* First prize in debate in Zonal Youth Festival organised by Panjab University, Chandigarh at Guru Nanak National College, Doraha.
* Third prize in elocution in Zonal Youth Festival organised by Panjab University, Chandigarh at Guru Nanak National College, Doraha.
* First prize at Nehru Sidhant Kendra inter college debate contest held at Khalsa College for Women, Ludhiana.
* Second prize in debate at Soch Fest held at Panjab University, Chandigarh.
* First prize in Inspirational Speech contest held at Guru Nanak Institute of Management and Technology, Ludhiana.
* Second position in extempore event in Inter College Cultural - Literary Festival “Ehsaas 2017” organised by PCTE Group of Institutes, Ludhiana.
* First team prize and first individual prize in debate competition held at Guru Teg Bahadur National College, Dakha.
* First prize in News Anchoring contest held at Chandigarh University Media Fest, 2017.
* Second team prize in debate competition held in *Abhivyakti,* 3rd National Literary fest organised by Chandigarh University.
* SACCMites have been part of the Executive Board in The MUN 2018 held at PCTE group of institutions, Ludhiana. In addition to this, students have won the awards of Best Delegate, High Commendation and Special Mention in the same.
* Students have been part of Executive Board in Dr. Kalam MUN 2017 held at BCM School, Ludhiana.
* Students have been part of Executive Board in Insolito Youth Model United Nations 2017 held at  PCTE group of institutions, Ludhiana where they had also won the award of  Special Mention.

**Problems Encountered and Resources Required:**

A period needs to be allocated in the time table to accommodate the public speaking lecture for first year students. It becomes slightly problematic to provide for an additional period due to an already overloaded semester system. Being a self- financed institution; the college is currently constrained financially to provide for a communication lab which can be useful for this exercise to be more effective.

***Annexure -2***

**The Blood Donation Camp:**

**The Context:**

At SACCM, classroom teaching is combined with several community engagement programs with the aim of inculcating a spirit of social consciousness and civic participation among students. One community engagement program that the NSS unit of college regularly organizes in the college premises is the Blood Donation Camp.The shortage of blood in India is due to an increase in the demand, with fewer voluntary blood donors. By organizing Blood Donation Camps the college aims to do its bit in serving the local community.

**The Objective:**

The aim behind organizing voluntary blood donation camp is to collect protected and fresh blood and supply the same to medical organisations where it can be deployed judiciously.The camp also aims to motivate students to come forward and donate for this noble cause. The college believes that once the initial hesitation and fears of the first time donors are addressed, they will muster the courage to participate in more such camps in future. SACCM looks to bring an altruistic change in the attitude of students by engaging them in such community service programs.

**The Practice:**

SACCM regularly organizes Blood Donation Camps in its premises. These blood donation camps are organized in collaboration with medical organisations like Christian Medical College, Dayanand Medical College, Civil Hospital and other blood transfusion service centers such as Red Cross Society. The college also collaborates with NGOs like Zindagi Live Foundation for the said purpose.The college facilitates the easy accessibility and adequate supply of safe and quality blood and blood components from voluntary blood donors to those in need. The blood is stored and transported under optimum conditions by the collaborating hospitals. Transfusion is always done under the supervision of doctors and trained nurses. The donors are provided with refreshments and a certificate which is valid for a period of one year and can be exchanged for blood from the hospitals, if required. To ensure smooth conduct of blood donation camps and follow up work, student volunteers from NSS team assist the NSS Program Coordinator.

**Impact of the Practice:**

This practice of organizing blood donation camps has had a profound impact on the students, teachers and community at large. More than 100 volunteers participated in 2017-2018 and donated blood which was utilized by leading hospitals of the town. Through this practice, students get reminded about their responsibility towards the community they live in. The blood donation camps also provide an opportunity for student volunteers to understand how events are planned and organized, thereby giving them a hands on experience at acquiring managerial acumen. Encouraged by the success of this practice the college intends to make this activity a regular affair.

**Problems encountered and resources required:**

There are still a few hindrances that need to be dealt with. Being a small college with a strength of less than 1000 students the frequency of conducting the camp is limited to once a year. Being an undergraduate college, students being just out of school have numerous apprehensions with regard to donating blood. Students are to be made aware of the safety and precautionary measures before transfusion to dispel any doubts that they might be carrying. Motivating them to come forward in large numbers still remains a challenge.